Internal memo no. 904/48 - Accounts Date: 15-11-2021

Subject: Scanning of documents to M-codex - Accounts.

Key words: Scanning

Accounts division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex – hard copy to be maintained for 8 years.
   1. GST returns and challans.
   2. IT returns and challans.
   3. TDS/ETDS returns and challans.
   4. All correspondence, filing and orders of ROC/ROF/NSDL/RTI and such statutory authorities.
   5. All board resolutions and resolutions of any kind + minutes of the meetings.
   6. Loan application, correspondence, periodic statements, loan closure details, NOCs, ROC documents, mortgage deeds, release deeds, etc.
   7. Litigations related to statutory payments like GST, ST, VAT, IT, TDS, etc., including orders, correspondence, calculations, appeals, notices, etc.
   8. Invoices + delivery challans + advice for payment to supplier for all purchases (this is to be scanned by separate team).
   9. All invoices raised for sale of material, services, customer invoices, etc., (customers invoices to be uploaded on separate module of database).
   10. Utility bills and details of payments.
   11. Bounced cheques + bankers advice.
2. Documents to be scanned and destroyed after scanning – hard copies to be maintained upto start of previous quarter.
   1. Bank statements + BRS calculations.
   2. Customer reconciliation.
   3. Supplier reconciliation.
   4. Statutory reconciliation.
   5. Contractor reconciliation – E1, E2 & F.
   6. GST calculations.
   7. Calculations related to charges by CR, Admin, SSLLP logistics common expenses.
   8. Statements that are uploaded on audit report module of M-codex.
   9. Statement of incentives.
3. Documents not to be scanned:
   1. Labour/ hire charges/ department payment vouchers, site weekly reports, etc.
   2. Tally vouchers, bank payments, cheques, etc.,
   3. Receipts issued to customers/tenants.
   4. Contractor bills uploaded by E&D.
4. Documents that will be optionally scanned.
   1. Important reconciliation statements with customers, suppliers, tenants, etc.
   2. Correspondence with customers, suppliers, tenants related to accounts.
5. Documents that can be destroyed 3 months without scanning:
   1. Online payments.
   2. Temporary statements/workings.
   3. Weekly statements.
   4. Employees salary statements.
   5. Reports received from other divisions that are on email or uploaded on some module of M-codex.
6. Responsibility of scanning.
   1. 4 new high speed scanners to be given to accounts division. Each team shall scan their own documents as given above. Entire team shall be responsible their documents.
   2. Accounts managers to scan their own documents. Gopi, Vinay Chary to assist them.
   3. Divya and Sujatha to assist each team for scanning for 4 hours once a week, i.e., 8 man hours of scanning assistance to be provided for each team per week.
   4. Invoices raised by SSLLP for sale of material to other projects to be scanned by Divya & Sujatha.
   5. Divya & Sujatha to scan all invoices from SSLLP and other vendors related to purchase of material and services from 4 to 6pm on all days.